



**NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
JOINT FORCE HEADQUARTERS
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FORT DIX, NEW JERSEY 08640-5606**

ARMY BULLETIN NO. 22

28 May 2004

**TRAVEL AND THE CORPORATE ELECTRONIC FUNDS TRANSFER (CEFT)
(USPFO-C)**

1. This message applies to all US Army Personnel who submit travel claims through a DFAS or US Army/US Army National Guard Travel Office. It also applies to travel claims submitted through travel systems that interface with the Operational Data Store (ODS), and are disbursed by Central Disbursing in Indianapolis, IN; such as Travel Manager Plus, the Defense Travel System Limited (DTS-L), and the Reengineered Automated Travel System (RATS). At the present time, this message does NOT, repeat, does NOT include transactions processed through the fully functional Defense Travel System (DTS).
2. Effective 10 May 2004, all travel payments to military members, or the Regular Active Army, US Army Reserve, and the US Army National Guard (hereafter in this bulletin, all of these categories will be referred to as Army Military Members), will be validated against the Corporate Electronic Funds Transfer (CEFT) before disbursement. There will be an initial load of Electronic Funds Transfer (EFT) information from the Integrated Automated Travel System (IATS) into the CEFT to populate the CEFT Data Base with travel payment EFT data. This initial load is based on a query provided by the IATS Project Management Office (PMO) to travel sites in April 2004. Failure to run the query and provide the results may result in travel payments being sent to an account other than that desired by the traveler. Travel EFT payments for Army Military Members will be sent to the Financial Institution and account number on file in CEFT for the traveler.
3. Personnel may choose to have their travel payments sent to their pay account, or they may have separate accounts for travel and military pay. If the traveler does not have a separate travel EFT account in CEFT, the travel payment will be sent to the traveler's military pay account.
4. Effective 20 May 2004, Army Military Members will log into [HTTPS://MYPAY.DFAS.MIL](https://mypay.dfas.mil) to check, establish, change and/or discontinue their travel pay EFT information. Servicing Travel Offices **WILL NOT CHANGE THE TRAVEL EFT INFORMATION** in CEFT for Army Military Members after 10 May 2004.
5. Travel Offices must continue to insert EFT information in the IATS when processing travel claims, just as they do now. If the traveler does not provide a voided check or a SF 1199A, providing EFT information, the Travel Office will query CEFT to obtain the EFT information for the IATS claim.
6. Army civilian employees will not be able to make changes to their travel EFT Account directly through MYPAY, until all civilians are brought online with CEFT update capability via MYPAY. Civilian travel EFT account updates will be manually input by Travel Office personnel into CEFT.

7. EFT information for individuals traveling on Invitational Travel Orders (ITOS), will be manually input by Travel Office personnel into the travel system. Travel Offices will not input EFT information for individuals traveling on ITOS into CEFT.

8. If there is no travel EFT information in CEFT for a traveler, the travel payment will be sent to the traveler's civilian/military EFT pay account.

9. When an EFT payment rejects because the EFT information is incorrect, an e-mail will be sent by the MYPAY system to the traveler's Army Knowledge Online (AKO) account. Travel Offices will be notified of the reject the same day. CEFT will suspend the rejected EFT information within the CEFT so that future payments will not be bumped against the rejected information. The Department of Defense Financial Management Regulation, Volume 5, PAR. 240206, requires the Travel Office to initiate reprocessing of the payment within 5 business days.

a. Military members are required to correct their information in CEFT via MYPAY site above. Travel Offices must query CEFT to determine if the traveler has updated their EFT information before re-submitting the voucher for payment. The Travel Office will query CEFT once each day for a maximum of 5 business days to determine if the traveler has updated their EFT information.

(1) If the traveler updates the EFT information in CEFT within 5 business days, the Travel Section will reprocess the transaction, inserting REJ before the travel order number in the new transaction. Travel Offices will place clear remarks on the history card to explain the new transaction. The remarks will include, as a minimum, reference to the original payment by order number, date of original processing, and the fact that the original payment was rejected due to erroneous EFT information.

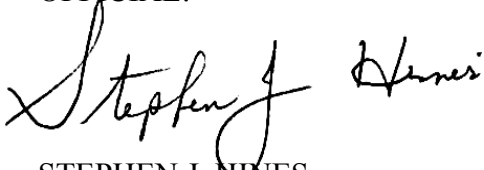
(2) If the traveler does not update their EFT information in CEFT within the 5 business days, the Travel Office will reprocess the payment, inserting REJ before the travel order number in the new transaction.

Annotate the claim with remarks that include, as a minimum, reference to the original payment by order number, date of original processing, and the fact that the original payment was rejected due to erroneous EFT information, and that as a result of the EFT information not being updated in CEFT, the payments are being sent to the payroll EFT account. This will explain to the traveler why the payment is being sent to the payroll account, and will provide an audit trail for the reprocessed payment.

b. For civilian travelers, the Travel Section will research, obtain correct EFT information from the traveler in writing (voided check or SF 1199) by mail, FAX or e-mail. The Travel Section will input the corrected information into the traveler's CEFT account.

10. Point of contact at this office for additional information is SFC Cantara at commercial (609) 562-0231.

OFFICIAL:

A handwritten signature in black ink, appearing to read "Stephen J. Hines". The signature is written in a cursive, flowing style.

STEPHEN J. HINES
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Chief of Staff

GLENN K. RIETH
Brigadier General, NJARNG
The Adjutant General

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